

LYNDON CITY COUNCIL  
REGULAR MEETING MINUTES OF  
November 6, 2017

The Lyndon City Council met in regular session on Monday, November 6, 2017, 7:10 p.m., at City Hall.

1. CALL TO ORDER: Mayor Morrison called the meeting to order.

- a) ROLL CALL: City Clerk called roll of the City Council. Mayor Morrison and members Bill Patterson, Katie Shepard (7:12), Darrel Finch and Darin Schmitt present

City Staff present: Pat Walsh, City Attorney; Julie Stutzman, City Clerk; David Wilson, Public Works; and Darrel Manning, Chief of Police.

Others Present: Tammy Schlingmann, Herald Chronicle; and Danny Decker.

2. ADOPTION OF MINUTES OF PREVIOUS MEETINGS:

- a) Finch made the motion to approve the regular meeting minutes of October 16, 2017 as written. Schmitt seconded, motion carried.
- b) Finch made the motion to approve the special meeting minutes of October 30, 2017 as written. Schmitt seconded, motion carried.

3. CONSENT AGENDA:

- a) Approval of Bills: Patterson made the motion to approve the bills as set forth. Schmitt seconded, motion carried.

4. PUBLIC COMMENTS: None.

5. CORRESPONDENCE TO COUNCIL:

- October 2017 Edition of the Kansas Government Journal.
- Copy of letter from KDHE encouraging the "Mow and Go" campaign.

6. UNFINISHED BUSINESS:

- a) APPROVAL OF BUILDING PERMITS: Mayor Morrison stated executive session is needed prior to discussion of approval of the building permits. The City Attorney stated the need for executive session for non-elected personnel is that Mr. Decker is in attendance and interested in the Zoning Administrator position. Action was taken after reconvening from executive session (see below). Mr. Decker was provided copies of the pending permits and at the request of the Council review and sign off on them. No action was taken by the Council on the building permits.
- b) RISKMAP – FLOOD PLAIN MEETING UPDATE: The Mayor briefly discussed the flood plain mapping meeting that he and the City Clerk attended. He stated the State of Kansas is working with FEMA to create new and updated flood plain maps. They are using new technology to scan the areas with LiDAR (Light

Detecting and Ranging) and there will be a point of elevation for every 3 feet. The maps will be available digitally and in the next few days the proposed map will be sent to the City to begin work on making sure the scope of the project is correct. A letter was provided to the Mayor stating the City is required to contact the FEMA representative for their area within 30 days from November 1, 2017. The project will take approximately 5 years to complete and as more information is provided, it will be passed on to Council. The Mayor, City Clerk, Maintenance Supervisor and Planning and Zoning are listed as contacts for the flood plain map project.

- c) SENIOR HOUSING UPDATE: The City Clerk included an email from Bill Caton to the Council providing an update on funding and the possibility of construction beginning in mid-January.

7. NEW BUSINESS:

- a) 2018 HOLIDAY SCHEDULE: Council tabled the matter until November 20 meeting.
- b) ADVANTAGE COMPUTER SOFTWARE ANNUAL AGREEMENT: The City Clerk stated renewal is one of the annual software assurance statements from Advantage Computer that the City will receive before the end of the year. This particular renewal is for the accounting system through Cougar Mountain Software. She stated there will also be software renewals from Advantage for Jayhawk Software that includes the utility billing, payment receipting and court modules. Patterson made the motion to approve the renewal of the Cougar Mountain Software Assurance agreement with Advantage Computer for the amount of \$1037.00. Finch seconded, motion carried.
- c) FINANCIAL UPDATE: The Council received a copy of the fund trial balance and bank balance as of September 30, 2017. The City Clerk briefly discussed the breakdown of the percentage of the budget expensed and revenues received in each fund. The Council was also provided a spreadsheet of month by month review of expenses, revenues, wages and transfer information.

8. STAFF REPORTS:

- a) POLICE: Council received a copy of the Officer Activity report and the Chief answered questions posed by Council members.
- b) PLANNING AND ZONING: The Council received minutes of the commission meeting on November 1, 2017.
- c) PUBLIC WORKS: Council received a copy of the Maintenance Activity report.

The Maintenance Supervisor stated he has been changing out meters on the 10-year list and has changed out close to the fifty he has planned for the year. He stated he will bring the price for the next fifty meters for approval from the Council to start on next year's plan.

- d) CITY CLERK: The Council received a copy of the Clerk's report and briefly discussed. She stated the audit work has begun and hopefully the final audit will be done mid-January.

Christmas parade will be Saturday, December 2, 2017 at 10:30 a.m. downtown and has not spoken to Rhonda Beets, however, the craft show will also probably be that day.

Kwikom has not installed the hot spots at the City Park and Jones Park. The City Clerk stated she was told by one of their staff that the City was supposed to put in the electrical for the hot spot at the city park shelter house and does not remember that being the City's responsibility. After a brief discussion, it will be looked into more and contract reviewed.

9. COUNCIL/MAYOR COMMENTS AND REPORTS:

Patterson asked if the cost of health insurance increase for 2018 is included in the budget. The City Clerk stated she receives information from SEHP in June about any plan increases and those calculations are used to budget for the insurance line in employee benefits.

Schmitt thanked everyone for their continued hard work.

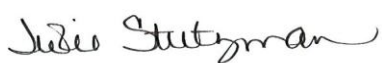
Mayor Morrison stated he has stopped by the Bailey House and the work is satisfactory. He stated the soffits are closed in and the outside work is complete, however, still working on the inside. The replacement window sills are in the process of being fabricated and replaced soon.

Mayor Morrison stated he has had several complaints about trash service and briefly discussed issues with Council.

10. EXECUTIVE SESSION: Patterson made the motion to recess to executive session for 20 minutes for non-elected personnel with the City Attorney and Danny Decker attending. Finch seconded, motion carried.

Schmitt made the motion to recess to executive session for 5 minutes for non-elected personnel with the City Attorney attending. Finch seconded, motion carried. Council reconvened with Finch making the motion to offer the position of interim Zoning Administrator to Danny Decker with compensation of \$50 for accessory permits, \$100 for residential/commercial/multi-family construction permits, and \$25 per meeting to attend Planning and Zoning and City Council meetings. Shepard seconded, motion carried. (Note: Danny Decker accepted the position as interim zoning administrator). The Mayor stated the Council also requests a report at the first meeting of every month from the Zoning Administrator.

11. ADJOURNMENT: Finch made the motion to adjourn to Monday, November 20, 2017, at 7:00 p.m. for regular meeting. Shepard seconded, motion carried.



City Clerk